



VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA - SAN SALVADOR

No. 16-19

Motorista

Posición Vacante

Fecha:

13/05/2016

ABIERTO A: Todos los candidatos interesados

POSICION: Motorista, FSN-3, FP-BB

FECHA DE APERTURA: Mayo 13, 2016

FECHA DE CIERRE: Mayo 23, 2016

HORAS LABORALES: Tiempo completo; 44 horas/semanales

SALARIO: Empleados Locales: \$10,151 (Salario Básico: BR + Prestaciones)

Debido a consideraciones presupuestarias, la Embajada no puede ofrecer el monto mayor al salario base del paso 5 para esta posición.

NOTA: TODO APLICANTE DEBERA HABER OBTENIDO PERMISO DE TRABAJO Y RESIDENCIA DEL PAIS PARA SER ELEGIBLES PARA LA POSICION.

La Embajada de los Estados Unidos en San Salvador está buscando candidatos elegibles y que sean calificados para la posición de Motorista para la oficina de Servicios Generales (GSO).

DESCRIPCION COMPLETA DE LA POSICION

El empleado trabajará como motorista para la oficina de Transporte Oficial y manejará vehículos de la Embajada de manera segura, eficiente y profesional para transportar personal, correspondencia y bienes que le sean asignados por su supervisor; mantendrá el vehículo que se le asigne limpio y en buenas condiciones físicas y reportará al supervisor cualquier problema que el vehículo tenga. Llenará el reporte del estado del vehículo y la hoja de ruta por cada vehículo y viaje, esto incluye información sobre la condición, el kilometraje, la gasolina y el aceite.

REQUERIMIENTOS

NOTA: Los candidatos deberán cumplir cada uno de los puntos que se mencionan bajo este espacio y deberán hacer referencia de cada punto de manera específica y comprensiva con la documentación que la respalde para calificar a ésta posición.

- 1. EDUCACION:** Finalización de escuela primaria es requerido.
- 2. EXPERIENCIA:** Al menos dos años de experiencia como motorista profesional o siete años como motorista no profesional es requerido.
- 3. LANGUAGE:**
Inglés: Nivel I (Conocimiento Básico) Conversación/Lectura requerida.
Español: Nivel III (Conocimiento laboral apropiado) Conversación/Lectura requerida.
(Los candidatos serán evaluados en el nivel de dominio del idioma requerido con el fin de ser elegibles para pasar a la etapa de entrevista) Estos no son los niveles de FSI.
- 4. CONOCIMIENTO:** Debe estar familiarizado con las reglas y la nomenclatura de tránsito de El Salvador. Debe tener conocimiento de cómo operan los automóviles.
- 5. HABILIDADES Y DESTREZAS:** Debe tener buen juicio para seleccionar las rutas más adecuadas para el mejor manejo del tiempo, particularmente en horas pico.
- 6. OTROS:** Debe tener licencia de conducir vigente para manejar vehículos de la Embajada y aprobar exámenes médicos requeridos como conductor de vehículos del Gobierno de los Estados Unidos.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4. **Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for a position announced by the Mission.**

TO APPLY

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website http://sansalvador.usembassy.gov/job_opportunities.html in the "Download Application" box;
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.

IMPORTANT: U.S. EFM applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador
Submit: Through the North Gate

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A- DEFINITION

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on

the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

NOTE: Non-US EFM, MOHs, EFM not under COM authority, US dependents of contractors, and US Citizen ORs do not receive a hiring preference.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws

CLOSING DATE FOR THIS POSITION: 23 de mayo de 2016

Cleared: FMO/GSO
Approved: HRO: PANTHES



VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA - SAN SALVADOR